

# Match preparation and code of practice for Referees.



## Code of Practice

- After accepting an engagement to referee, you should check with the organiser of the match, the dress requirement for yourself and the players and your fee / expenses.
- Arrive at the venue at least half an hour before the match, and introduce yourself to the organiser or Tournament Director (TD).
- Ask for confirmation with regard to the likely number of spectators and the proposed seating arrangements.
- Confirm the names of the players and their dress code (it may have changed since you originally spoke and you need to be sure before match time so that you may advise the players if they are incorrectly attired.)
- Prepare name cards (if not already available).
- Ensure that you have a rule book, clean gloves, a ball marker (preferably two), a pen and paper and a coin.  
Also useful are frame numbers, blue-tack, a baulk pencil, a clip board and chalk.
- Prior to and during the match, never drink any alcohol. After the match is fine as long as you are released from duties by the T.D.
- Do not smoke during the match or at any time within the table area.
- Go to the toilet immediately before the match and that way you will avoid the need to leave the table area during play.
- Remember that when you take the table you represent the EASB, the game and yourself, therefore your behaviour must be exemplary, else you will not be able to maintain discipline.

## Table preparation and pre match checks.

- Find the correct table
- Check table for dimensions if any doubt exists.
- Check lights (Ensure that you know where to obtain a replacement bulb if necessary)
- Check cloth for tears, splits or damage of any description.
- Check pocket leathers, nets and ball carriers. (Elastic bands are invaluable for short term repairs.)
- If table has not been prepared, then:
  - Switch on iron.
  - Brush table thoroughly (with the nap), ensuring that the under cushion area is clean.
  - Block table, ensure block is angled to avoid straight line ridges.
  - Dust rails.
  - Iron cloth ensure iron is angled to avoid straight line ridges.
  - Remove all equipment to a safe place.
- Check lines are visible and accurate, also the spots are correctly marked.
- Check lights are all working
- Obtain Match Balls (be aware of where to obtain a replacement cue ball if necessary).
- Clean balls thoroughly (always wear gloves when handling balls).
- Test the spots by rolling a ball onto them and noticing any difficulties for your pre match briefing.
- Set up the balls ready for play.
- Remove wooden triangles etc from lampshade (you do not want them falling during match)
- Check rests, making sure all heads are tight.
  - Cross heads at either end of the table (ensure nylon feet are OK)
  - 3/4 cue and rest to the right of the table and the half-butts to the left of the table (viewed from baulk)
  - Chalk both cues, ensuring tips are good and secure.
  - Know where to find the spider, extended spider and swan neck rests, place them under the table if possible (with business end visible for easy selection).
- If providing any extra equipment such as long rests, extensions or other cueing aids then ensure that they are easily accessible and in a good state of repair.

## **Scoreboard, table area and playing area.**

- The playing area is the immediate area around the table that the player uses whilst at the table.
- The table area is the area of the room within the immediate vicinity of the table and playing area. It is for the exclusive use of the players and officials during the match.
- Check the scoreboard for clarity, check the light works and all numbers are legible.
- Clear scoreboard to zero and ensure markers move efficiently.
- Make preparation for adding names and secure the frame numbers to the board with extras close to hand.
- Arrange seats for the players, the marker and recorder within the table area but not inside the playing area.
- Provide a small table for the players where possible.
- When possible provide wet & dry cloths for players and drinks when practical, ie water & other soft drinks.
- Investigate the immediate area for un-screened windows, doors that may open and cast lights or any other obstruction or any other likely distraction to the players.

## **Officials.**

- As match referee you are about to take overall control of the match.
- If a marker is provided then
  - Introduce yourself and ascertain his name.
  - Explain what you require of him i.e.
    - Check the break scores with you,
    - keep an eye on the non-striker,
    - mark the board immediately that you call the score.
    - If no recorder present, then record the frame scores
    - Amend the frame numbers on the score-board
    - If a pairs match then keep a check on the order of play.
    - If you require him to call the scores, then arrange an appropriate signal after which the score should be called.
    - The marker should not engage in conversations with spectators or players during the match
- If a Recorder is present then:
  - Introduce yourself and ascertain his name.
    - Explain what you require of him i.e.
    - Check the break scores with you
    - Occasionally check the markers board for accuracy.
  - They should not enter into any consultation with the players before or during the match.
  - The Recorder should not engage in conversations with spectators during the match

N.B. Advise both that if they see or become aware of any mistake or incident that they should call 'Check' only and you will go to them to ask for details, and at no time should they offer information whilst the match is in progress.

## **Introductions and briefing.**

- Greet the players, introduce yourself and shake hands. If acting as MC find out some information about the players for your introductions (e.g. Championships won etc)
- Decide the order of play so that the scoreboard can be completed prior to the start (good idea to mark board with who will break first as it helps to ensure correct person breaks without referring to the clipboard or marker [a piece of blue-tack is great for this] ).
- Brief the players as follows.
  - Advise them of the seating arrangements provided.
  - Advise them that you alone will be responsible for removing the balls from pockets and for re-setting the table between frames.

- Remind them that they may only touch the cue-ball when playing from 'in hand' and that on any other occasion are liable to be penalised.
- Remind them to leave the playing area immediately their turn has ended, but *not* to leave the table area without advising you beforehand (so that you may recognize any deputy that they may declare to look after their interests).
- Remind them that they must declare the 'ball on' when asked and you will repeat their declaration as a check.
- Advise them of any problems with the table with regard to spots etc.
- Advise them of the need to sign the match sheet at the end of match (this may be after presentations)
- Wish them both 'Good luck'

## **The Match**

- If no M.C. is present, and the organiser so wishes, then welcome the spectators, introduce yourself, the match and declare its length and any intervals and their duration. (It may be appropriate to ask for quiet during play).
- Introduce the players.
- Declare who won the toss and who will break and allow play to proceed.
- Do not hold any conversation with the players during the match except on matters relating to the conduct of the game.
- Do not engage in any conversation or unnecessary consultation with spectators during the match.
- Call the scores frequently, i.e. after 5 reds, 10 reds, on the last red, after bouts of safety play on colours etc and of course when asked by the players.
- At the conclusion of the frame, ensure the frame score is recorded, the board zeroed and the frame numbers amended.
- Re-set the table, keeping the cue-ball with you until all other balls are set.
- Declare the match scores so far, the frame number due and who will break.
- Release the cue-ball and allow play to proceed.
- After the conclusion of the deciding frame, call frame and match and declare the winners name to the audience.
- Record the final frame score.

## **Post Match.**

If required you may now need to again assume the role of M.C. and introduce the organising body or whoever is awarding the prizes.

Thank the marker and recorder for their efforts and sign the recording forms or match sheets, and obtain the players signatures where necessary.

Report the result to the TD. (do not assume that the recorder or marker have done this, it is your responsibility)

Clear the Match Balls from the table and return them to the TD.

At the conclusion of the evening, take home all of the equipment that you brought with you.

Leave your card at the club and with the TD. (if you were good then they will re-book you).